

Application for Roadworks Completion Certificate

About this form	To be used to apply for written advice from Council that works in the road reserve have been completed in accordance with the requirements of a development approval under Section 138 of the Roads Act 1993. The works are to have been completed in accordance with an approved Roadworks Step 2 Permit to Construct.
How to complete	<ol style="list-style-type: none"> 1. Ensure that all fields have been filled out correctly. 2. Please print clearly 3. Once completed, please refer to the <i>How to Lodge</i> section for further information.

Section 1: Property Location			
Property Address			
Suburb		Postcode:	
Lot / DP			

Section 2: Associated DA information or Complying Development Certificate information				
Is there a DA or Complying Development Certificate associated with these works?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
DA/CDC Consent No		Approval Date	_/_/____	
Relevant Condition Number(s)				

Section 3: Prior Approvals			
Roadworks Step 1 Approval Number		Approval Date	_/_/____
Roadworks Step 2 Permit Number		Approval Date	_/_/____

Section 4: Applicant's Details or Company and Representatives			
Salutation (✓)	<input type="checkbox"/> Mr..... <input type="checkbox"/> Ms..... <input type="checkbox"/> Miss..... <input type="checkbox"/> Other (please specify)		
First name		Surname	
Position			
Company name		ABN No	
Email			
Phone number		Mobile	
Mailing Address			
Suburb		Postcode	

Section 5: Mandatory Documents to be supplied with all applications as separate documents, in pdf format, with clear file names	
<input type="checkbox"/> Application form – a signed copy of the application form.	
The Applicant should provide the following information where the completed works include public stormwater assets (but not including private stormwater outlets to the kerb) or where specified by the development consent or a Roads Act approval:	
<input type="checkbox"/>	Certification by a suitably experienced Civil Engineer who holds current Chartered Engineer qualifications with the Institution of Engineers Australia (CEng) or current Registered Professional Engineer qualifications with Professionals Australia (RPeng) that all works required to be undertaken on public roads have been designed and constructed in accordance with Council's approved plans and specifications.
<input type="checkbox"/>	Video inspection (CCTV) in accordance with WSA 05-2013 Conduit Inspection Reporting Code of Australia of completed stormwater drainage works that are to revert to Council, by an accredited operator.
<input type="checkbox"/>	Full works-as-executed plans in PDF and CAD format (*.dwg or *.dxf files), prepared and signed by a Registered Surveyor. The plans must fully detail all drainage works including Sydney Water Corporation stormwater pits/pipes (if applicable).

Section 6: General Information/Application Declaration

- I declare that all the information in the application is to the best of my knowledge, true and correct
- I understand that if the information is incomplete, the application may be delayed/ rejected or more information may be requested and accept delays in processing may arise out of any inadequacies in the material submitted in support of the application
- I acknowledge that if the information provided is misleading, any certificate issued 'may be void'
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application.
- I declare that any electronic data is not corrupted and does not contain any viruses

Applicant's signature

Date

_____/_____/_____

Privacy Statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

How to Lodge

Lodging an application requires a completed application form, all mandatory documents, all relevant information and payment of the required fees.

From 27 April 2020, applications can be lodged online on Council's website at:

www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

- For applications being lodged in person or by mail, all documents must be contained on a USB device.
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

Lodge online: www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

Lodge by mail: Inner West Council, PO Box 14, Petersham NSW 2049

Lodge in person: Inner West Council's Customer Service Centres:

- Ashfield – 260 Liverpool Road Ashfield.
- Leichhardt – 7-15 Wetherill Street Leichhardt.
- Petersham – 2-14 Fisher Street Petersham.

Opening hours: Monday-Friday, 8:30am-5:00pm www.innerwest.nsw.gov.au/ContactUs

Cashiering: 8:30am-4:30pm.

Fees and charges: This form does not necessarily include a comprehensive list of the fees that may be applicable. Council will advise you of any additional fees after assessment of the application and payment will be required prior to any approval. Find fees and charges on the Council website: www.innerwest.nsw.gov.au/FeesAndCharges

Cheques are to be made payable to: Inner West Council

Office use only

Checked by officer:		Receipt number:	
Date		Amount Paid	\$
Application Number: ENCR/_____/_____		Initial of officer:	